

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with [specific issue] regarding [product/service] that I purchased on [purchase date] from [location or website].

Despite my expectations, [describe the issue in detail, including any relevant dates, events, and conversations].

I would appreciate your prompt attention to this matter. [State what resolution you are seeking, e.g., refund, replacement, etc.].

Thank you for your assistance in resolving this issue. I look forward to your response.

Sincerely,
[Your Name]